

# Exhibitor Rules and Regulations

## 1. BOOTH CONSTRUCTION

Each booth will be 10 feet x 8 feet. The USS Hornet will have pipe and drape available to insulate against sound vibrations on the ship. You may need to order rental tables and chairs on the Hornet. In all other venues, tables and chairs will be provided but no pipe and drape. Please let the Contractors State License Board (CSLB) know if you need electricity or a phone line for booth placement.

## 2. EXHIBIT INSTALLATION

Exhibitor must check in with CSLB staffers for booth assignment. SET UP HOURS ARE: 8 a.m. – 11 a.m. on the day of the event. All booths must be set up and ready to go by 11 a.m.

## 3. LABOR/SHIPPING

Exhibitors are responsible for providing or arranging all necessary labor in transporting, uncrating, erecting, dismantling and recrating of displays. Please contact the show site directly. Phone numbers are provided on the program.

## 4. BOOTH OPERATION

Products may be sold from exhibit space. The Exhibitor shall hold harmless the CSLB from any and all damages or theft of merchandise or materials from contracted exhibition space. No exhibits shall extend beyond allotted space unless authorized by show manager.

## 5. EXHIBIT CARE

Exhibitors are responsible for keeping exhibits clean and orderly. Trash must be placed in assigned areas for pick up at close of show.

## 6. REMOVAL OF EXHIBITS

Nothing will be allowed to leave the exhibit hall before 5 p.m. on the day of the event. Any exhibit not completely dismantled and removed by 7 p.m. will be removed and all fees will be charged directly to the Exhibitor by the CSLB. Exhibitor will be charged for any damages caused to the show site (e.g. removal of doors, water fountains, carpet damage, etc...)

## 7. BOOTH ASSIGNMENT

The CSLB staff shall assign all booth spaces. Exhibitor shall not assign or have representatives, equipment or materials from firms other than its own in the exhibit space without written consent of the CSLB.

## 8. NOISE CONTROL

Live or taped music is prohibited as part of an exhibitor or display without written permission from an appropriate music-licensing source (i.e., GMI, ASCAP). Evidence of an agreement must be available for review upon request. The use of any sound equipment is prohibited unless approved by CSLB. Any electronic equipment or machinery that is determined by CSLB, in its sole discretion, to be detracting from other exhibits will not be permitted.

## 9. SECURITY

Security will be provided on a limited basis throughout the event. The exhibit hall must be vacated within two hours after show closing. Exhibitors will be allowed to enter the exhibit hall with proper identification only. It is always wise and prudent to staff your booth at all times during complete run of the show to insure protection of equipment and valuables. The CSLB shall not be responsible for theft, loss or damage of property.

## 10. INSURANCE

Exhibitor indemnifies and holds CSLB harmless for all losses or claims of any nature arising from or related to the exhibit space of Exhibitor.

## 11. BOOTH CONTACT

This Exhibitor Agreement upon execution by CSLB shall constitute a valid and binding contract. If due to circumstances beyond the control of the CSLB, the show should be cancelled, the Exhibitor shall waive any claims for damages or compensation.

## 12. NON GUARANTEE

The CSLB shall remain free of harm of product sales, attendance, exclusive privileges or exhibitor successes.

13. COLLECTION

If suit is instituted by CSLB to collect past due amount, Exhibitor agrees to pay actual costs and expenses of collection in addition to court costs and reasonable attorney fees and interest at the maximum rate permitted by law.

14. CANCELLATIONS

Exhibitor may cancel this Exhibitor contract by written notice to the CSLB . All cancellations must be received by CSLB in writing at least 45 days before the event date. Upon timely cancellation, if Exhibitor cancels a booth after the 30-day grace period, there will be no refund of monies.

15. REGULATION COMPLIANCE

Exhibitor shall utilize the premises in an orderly manner and in compliance with all present and future applicable Federal, State, and local statutes, ordinances, rules and regulations.

16. RIGHT TO REFUSE

The CSLB reserves the right to review and reject any application for exhibit space for any lawful reason.

17. EXHIBITORS INSURANCE

At its sole cost and expense, Exhibitor shall carry and maintain during the period of any show at which it exhibits, including move-in and move-out days, personal injury, property damage and theft coverage under a policy of general public liability insurance. Exhibitor warrants that by signing this Exhibitor Agreement, Exhibitor has complied specifically with insurance requirements of this Exhibitor Agreement

18. FAILURE TO PERFORM

Should Exhibitor fail to observe any of the terms of this Exhibitor Agreement or any of the rules and regulations adopted by the CSLB, Exhibitor may be prevented from further participation at the show and shall forfeit any sums paid under this Exhibitor Agreement. The CSLB shall not be responsible to Exhibitor for any financial loss arising out of Exhibitor's use of the exhibit space including losses from power interruptions, utility failures, "acts of God", meeting site policies, or any other loss or damage suffered by Exhibitor.

19. SALES LICENSES

If Exhibitor plans to sell merchandise on the premises, Exhibitor shall be responsible for complying with City and State licensing and tax requirement of the State Board of Equalization, 3321 Power Inn Road, Suite 210, Sacramento, CA 95826-3889, 916-227-6709 or 800-400-7115, Fax 916-227-1883, WWW.BOE.CA.GOV

20. AMENDMENTS

The CSLB shall have the power to establish, interpret, and amend rules applicable for the use of the show, grounds and exhibit space. The CSLB shall have the authority to rule on any and all situations that may arise that are not explicitly outlined in the terms of this Exhibitor Agreement.

PRODUCER

Contractors State License Board  
9821 Business Park Drive  
Sacramento, CA 95827  
916-255-3237, FAX 916-255-1395  
Contact: Alice Reed

SHOW HOURS

11 a.m. – 5 p.m.

I have read and agree to comply with all of the above listed Exhibitor Rules and Regulations statements.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**Fax signed pages to Alice Reed 916-255-1395**